



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District

### **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant provides all administrative services necessary to support the activities and management of Virgin Islands Housing Finance Authority (VIHFA)'s Community Development Block Grant – Disaster Recovery (CDBG-DR) Construction Management with specific assignment to the Assistant Director of Planning & Construction (ADPC).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ⇒ Responsible for scheduling tasks for Planning and Construction needs to complete. This involves organizing tasks by level of urgency, managing travel, and communicating orally, written and via email.
- ⇒ Perform various administrative/clerical duties in support of office operations including composing, data entry, spreadsheets, copying and filing correspondence, memo, letters, preparing mailings/transmittals and sorting and distributing incoming mail.
- ⇒ Establishes and maintains office files.
- ⇒ Schedules and arranges meetings and conferences to include notifying interested parties, preparing agenda, taking minutes.
- ⇒ Maintains the ADPC's calendar to ensure no scheduling conflicts and to inform them of deadlines.
- ⇒ Prepare construction packages for pre-construction meetings using the program's check list.
- ⇒ Maintains calendar for contractor walk through inspections.
- ⇒ Provide updates for modifications in walkthrough schedule via email and telephone calls.
- ⇒ Gathers data and prepares reports, according to instructions from immediate supervisor and completes other technical assignments as assigned.
- ⇒ Track progress of all CDBG-DR construction projects and provide updates.

#### **QUALIFICATIONS:**

- ⇒ **Education:** Bachelors Degree in Business Administration or related field desirable
- ⇒ **Experience:** A minimum of 3 years experience in office management/administration, preferably in a public agency. Two years of executive secretarial or business school is preferred, with a certificate of completion desirable. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Computer literate to include Microsoft Word, Excel, Power Point, Outlook and desktop publishing; Excellent secretarial skills and knowledge of current standard office procedures; Ability to type 80 wpm and use shorthand at 100 wpm; Working knowledge of public agency organizations and functions; Ability to exercise considerable initiative, independent judgment and discretion in performing duties, including confidential matters; Public relations skills; Excellent oral and written communications skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Knowledge of standard business practices and office protocol; Ability to properly use all standard office equipment; Excellent phone etiquette and customer service skills; Ability to use diplomacy and discretion in giving out information; Ability to provide exceptional customer service.

**SALARY:** \$27,000 - \$39,520 per annum depending upon qualifications. CDBG-DR Grant Funded position.

#### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

**During the Stay at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Thursday, March 18, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*